

AMC Regulation 10-27

Organization and Functions:

U.S. Army Materiel Command (AMC) Inspector General Activity Mission and Major Functions

U.S. Army Materiel Command
9301 Chapek Road
Fort Belvoir, VA 22060-5527
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UNCLASSIFIED

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
9301 CHAPEK ROAD, FORT BELVOIR, VA 22026-5527

AMC REGULATION
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U.S. ARMY MATERIEL COMMAND (AMC) INSPECTOR GENERAL
ACTIVITY MISSION AND MAJOR FUNCTIONS

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1. **Purpose.** This regulation sets forth the mission and major functions of the AMC Inspector General (IG) Activity.

2. **Definitions.**

a. Special Inspection - An inspection of a function or set of functions that focuses on a specific problem area or topic rather than on a unit. Its scope is limited and specifically defined.

b. Follow-up Inspection - An inspection of the action taken to correct deficiencies found during a previous inspection. Its aim is to assess whether the corrective action is effective and complete; is producing desired results; is not causing new problems; and is economical, efficient, practical, and feasible.

c. IG Action Request (IGAR) - A complaint, allegation, or request for assistance presented or referred to an IG. These are documented on DA Form 1559, IG Action Request.

d. Organizational Inspection Program (OIP) - A comprehensive written plan that addresses all inspections and audits conducted by the command and its subordinate elements as well as those inspections and audits scheduled by outside agencies. The purpose of the OIP is to coordinate inspections and audits into a single cohesive program focused on command objectives.

*This regulation supersedes AMC-R 10-27, 12 April 2001

3. **Command and Control.** The Headquarters, AMC IG will direct and control the AMC IG Activity and act as Chief of the Activity. All directives, instructions, and other correspondence pertaining to the operations of the IG Activity will be processed by or through the HQ AMC IG.

4. **Mission.** The mission of the AMC IG Activity is to assess and report to the Commander, AMC, in an unbiased, objective, and timely manner on matters affecting mission performance, and the state of economy, efficiency, discipline, morale, training, and readiness throughout the command. The AMC IG Activity also monitors effectiveness of IG functions throughout the Command and provides advice and assistance to subordinate IG offices as required.

5. **Major functions.** The major functions, by Division/Office, of the AMC IG Activity are as follows:

a. Investigations and Assistance Division:

(1) Conduct investigations and inquiries as directed by appropriate authority, prepare Reports of Investigation/Inquiry and Department of Defense (DOD) Hotline Completion Reports, and provide follow-up tracking to verify corrective action is taken.

(2) Receive, analyze, and evaluate IGARs and verify that appropriate action is taken to resolve them.

(3) Review Major Subordinate Command (MSC) IG Reports of Investigation/Inquiry, IGAR responses and DOD Hotline Completion Reports directed by AMC or higher headquarters.

(4) Make assistance visits to subordinate commands to evaluate the assistance function locally; identify or prevent problems with DA or local policies; assist Soldiers and Army civilian employees and their families, IG offices, and the chain of command; and gauge the pulse of the command.

(5) Review completed IGARs handled by AMC IG offices during systemic inspections.

(6) Provide Command trend analysis to the AMC Command Group on a biannual basis.

(7) Respond to requests under the Freedom of Information Act (FOIA) and serve as the AMC IG Activity focal point on FOIA matters.

(8) Process Acting Inspector General (AIG) nominations received from MSC/Separate Reporting Activity Commanders/ Directors and ensure AIGs are adequately trained to perform their duties.

(9) Teach, train and provide information about Army systems, processes, and procedures while assisting and investigating.

(10) Conduct Intelligence Oversight Inspections. The AMC IG provides independent review of intelligence oversight activities and components within the Command in accordance with AR 381-10, U.S. Army Intelligence Activities and AR 20-1, Inspector General Activities and Procedures.

b. Inspections Division:

(1) Conduct Special and Follow-up Inspections at HQ AMC, MSCs, and subordinate installations/activities. Interface with Headquarters, Department of the Army (HQDA), other Major Commands, and other organizations as required.

(a) Identify inspection topics by evaluating and redefining potential issues, problems, or circumstances that affect mission performance. Annually, or more frequently as needed, prepare a list of proposed inspection topics and submit to the Commander, AMC for approval.

(b) Prepare an inspection plan for each inspection, to include objective, methodology, scope, scheduling of key events, sites to be visited with supporting rationale, etc.

(c) Conduct on-site interviews and review pertinent backup documents.

(d) Identify, document, and report root causes of problems and deficiencies. Recognize innovative methods of accomplishing Army/AMC tasks, functions, and operations.

(e) Assist inspected organizations/activities by providing information on how to improve operations and accomplish command objectives.

(f) Prepare and conduct briefings to senior management officials on inspection results/findings, conclusions and recommendations.

(g) Prepare reports of inspection results and provide to functional proponent for corrective action.

(2) Teach, train and provide information about Army systems, processes, and procedures while inspecting and assisting.

(3) Coordinate upcoming/ongoing IG inspections conducted by external oversight agencies, which impact AMC (e.g., DOD IG, HQ DA IG, etc.):

(a) Keep AMC Commander, staff, and MSCs informed of emerging inspection issues periodically during the course of the inspection.

(b) Staff final reports for external inspections with AMC functional elements as appropriate.

(c) Monitor responses when required.

(4) Serve as the HQ AMC OIP Manager.

c. Administration and Support Office:

(1) Provide support to the AMC IG Activity in the areas of IG policy coordination, manpower and resource management to include budget planning and execution, civilian and military personnel management, recruitment, development of position descriptions, processing of all civilian personnel actions, proper execution of the Total Army Personnel Evaluation System, administration of the Table of Distribution and Allowances, historical reporting, automation planning and support, IG Network Administration, Management Controls Program administration, information systems security, property accountability, training, quality of life issues, IG initiatives, and special projects/tasks as directed within the Command, etc.

(2) Serve as Organizational Defense Travel Agency (ODTA) for IG Activity for the Defense Travel System (DTS). Responsible for execution and maintenance of DTS.

(3) Serve as Agency Program Coordinator for the Government Travel Card Program and monitor and maintain the Electronic Account Government Ledger System (EAGLS).

(4) Serve as Information Technology (IT) representative – obtain new employee accounts and equipment, address new equipment/software requirements, provide assistance, ensure IT requirements are met.

(5) Responsible for coordinating the review of IG policy with HQ AMC IG and MSC IG staffs.

(6) Provide support to field IG offices as needed in a variety of areas to include IG Network requirements/problems/issues.

(7) Administer the conduct of video-teleconferences with the MSC IG community and other information sharing activities to share information of mutual interest/concern.

(8) Serve as training coordinator – process all training requests and monitor and report on completion of mandatory training required by HQDA IG and the HQ AMC.

(9) Distribute mail, review and edit correspondence, monitor/track suspense's, maintain calendars of senior managers, maintain files, etc.

(10) Serve as content manager for the HQ AMC IG web page.

(11) Provide administrative and limited operations support to HQ AMC Internal Review and Audit Compliance Office as directed by HQ AMC Deputy Commanding General.

The proponent of this regulation is the Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, AMC, ATTN: AMCIG, 9301 Chapek Road, Fort Belvoir, VA 22060-5527

FOR THE COMMANDER:

//Signed//
WILLIAM E. MORTENSEN
Lieutenant General, USA
Chief of Staff

DISTRIBUTION:

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